



Notice of Position Vacancy

The Third Circuit Court of Appeals Library is currently accepting applications for a *part time* position of Archivist.

Position Title: Archivist (#03-16-USCA3LIB)

Location: Library of the U.S. Courts

Salary Range: CL 27 (\$25,326 - \$31,661 depending upon experience)

Position Type: Temporary, two year appointment; part time, 20 hours per week

Closing Date: Open Until Filled

Position Overview: The archivist will be expected to work independently and as part of a team to support the mission of the Third Circuit Libraries' archival program. The primary responsibilities include processing archival collections and digitizing historical court photographs. The archivist will be expected to write finding aids for each collection and create detailed box and folder inventories. Other administrative duties and responsibilities may be assigned as needed.

Requirements:

- Master's degree in Library Science (MLS) from an ALA accredited school with archival coursework.
- One year experience arranging and describing archival records.
- Experience with professional digitization standards and with photo software and scanning software.
- Knowledge of basic preservation and conservation standards for archival and manuscript collections.
- Ability to work independently and as part of a team.
- Strong oral and written communication skills.
- Interest in court and legal history.

Application Procedure: Send a resume and cover letter to:
circuit_library_position@ca3.uscourts.gov

Background Check: As a condition of employment, background checks or investigations are now mandatory for all new employees who are appointed to positions in the federal courts.

Benefits and Other Information

Federal court employees are not included in the government's civil service classification; however, they are entitled to the same benefits as other federal employees and some additional benefits. These include: paid annual and sick leave; automatic enrollment in a retirement plan and in direct deposit of earnings; optional enrollment in health benefits, life insurance, dental insurance, vision insurance, tax deferred savings and long term care programs.

The Third Circuit Library reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

An extension of this temporary appointment, or conversion to a permanent appointment, may be offered without competition.

Background Check: Employees will be hired provisionally pending the results of a background investigation and fingerprinting.

The Court of Appeals is an Equal Opportunity Employer